



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 225 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

August 28, 1963

Memo to: All Commissioners

From: Executive Officer

Subject: Proposed Agenda - Commission Meeting  
September 10, 10:00 A.M., Hall of Justice, San Francisco

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Approval of Expense Claims
5. Financial Report
6. Status Report
7. Certification of Schools:
  - a. Monterey Peninsula College Peace Officer Academy
8. Proposed Changes in the Rules and Regulations
9. The Supervisory Course
10. Hearing Locations and Dates
11. Staff Report
12. Adjournment



GENE S. MUEHLEISEN

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

September 10, 1963  
San Francisco

The meeting was called to order at 10:10 a.m. by Vice Chairman Kelsay.  
A quorum was present:

DAN KELSAY, Vice Chairman  
ALLEN B. COTTAR  
LOHN R. FICKLIN  
JAMES V. HICKS  
WILLIAM J. MC CANN  
MARTIN C. MC DONNELL  
ROBERT S. SEARES  
GEORGE H. BRERETON, Representing Attorney General

Also Present: AUGUST MEISTER, Assistant Chief, Criminal Identification  
and Investigation  
RALPH BOND, Chief of Police, Merced  
LT. RAY BROWN, Training Officer, Oakland Police Department  
CHARLES GRANT, Dean, Police Training, Diablo Valley College  
WILLIAM MELNICOE, Professor, Sacramento State College  
JOHN P. PEPER, Department of Education  
KEN ANENSON, Training Coordinator, F.B.I., San Francisco  
WAYNE ROUSE, Department of Education  
CAPTAIN WILLIAM P. BEALE, JR., Personnel and Training  
Officer, Berkeley Police Department  
GENE S. MUEHLEISEN, Executive Officer  
GEORGE H. PUDDY, Assistant  
LISA KALE, Stenographer

APPROVAL OF MINUTES

Motion by Mr. Brereton, seconded by Commissioner Hicks, unanimously approved that the minutes of the July 25, 1963 meeting be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

Motion by Commissioner Seares, seconded by Commissioner Hicks unanimously approved that the following expense claims of the Executive Officer be approved.

July 10 thru July 26      Monterey, Los Angeles,  
Lakewood

\$106.51

August 1 thru August 22	Salinas, Monterey Park, Arrowhead, Los Angeles, San Rafael	<u>\$178.00</u>
	Total	\$284.51

# FINANCIAL REPORT

The following special financial report was projected on a screen and reviewed by Mr. Puddy:

## For Period Ending June 30, 1963

ACCUMULATED SURPLUS	\$280,333.89	
Additions:		
TOTAL REVENUE		
JULY 1, 1962 to JUNE 30, 1963	<u>\$393,766.06</u>	\$674,099.95
Deductions:		
Total Administrative Expenses	\$ 55,056.37	
(Includes Health Plan and Retirement contributions of \$2,966.83)		
Apportionments to Cities and Counties	<u>\$233,879.17</u>	<u>\$288,935.54</u>
1962 Interim Period of Allocation ending December 31, 1962		
FUND BALANCE - JUNE 30, 1963		\$385,164.41
ENCUMBRANCES - Claims filed by Cities and Counties to JUNE 30, 1963		<u>\$200,519.37</u>
NET BALANCE		\$184,645.04
Reserve for Administration		<u>\$ 79,643.00</u>
Fiscal 1963-64 Estimate of Administration cost and \$20,000 Contingency Fund		
AVAILABLE SURPLUS - JUNE 30, 1963		\$105,002.04

## SUMMARY OF REVENUE AND EXPENDITURES 1963

AVERAGE MONTHLY REVENUE	\$ 31,500.00
January thru June 1963	
AVERAGE MONTHLY ENCUMBRANCES	
Claims \$40,750	
Administrative Expense <u>5,285</u>	<u>\$ 46,035.00</u>
AVERAGE MONTHLY DEFICIT	\$ 14,535.00
January thru June 1963	

STATUS REPORT

The Executive Officer reviewed the following status report:

JURISDICTIONS WHICH MEET P. O. S. T. STANDARDS

August, 1963

	<u>1960</u>	<u>Present</u>
<u>TOTAL JURISDICTIONS</u>	72	322
Population	9,314,014	16,752,255
Percent of Total Population	62%	95%
<u>CITIES</u>	61	283
Population	6,940,823	12,104,795
Percent of Total Population	66%	97%
<u>COUNTIES</u>	11	39
Population	2,373,218	4,647,460
Percent of Total Population	53%	90%

JURISDICTIONS WHICH DO NOT MEET P. O. S. T. STANDARDS

<u>TOTAL JURISDICTIONS</u>	356	119
Population	5,767,828	922,745
Percent of Total Population	38%	5%
<u>CITIES</u>	309	100
Population	3,632,871	396,500
Percent of Total Population	34%	3%
<u>COUNTIES</u>	47	19
Population	2,134,957	526,245
Percent of Total Population	47%	10%

CITIES WHICH HAVE RAISED STANDARDS

<u>SINCE LAST REPORT</u>			<u>TOTAL NUMBER SINCE PROGRAM BEGAN</u>
<u>City</u>	<u>Population</u>	<u>No.</u>	
Cotati	1,435	2	222
Lemoore	3,135		
	<u>4,570</u>		

COUNTIES WHICH HAVE RAISED STANDARDS

Calaveras	9,825	1	28
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JURISDICTIONS WHICH HAVE RAISED STANDARDS  
SINCE BEGINNING OF PROGRAM

Total No.

250

	<u>1960</u>	<u>Present</u>	<u>No.</u>
TOTAL POPULATION OF CITIES	10,573,694	12,501,295	383
TOTAL POPULATION OF COUNTIES (Unincorporated Areas)	4,508,175	5,173,705	58
TOTAL POPULATION OF CALIFORNIA	15,081,869	17,675,000	441

CERTIFICATION OF SCHOOL

The Monterey Peninsula College Peace Officer Academy and its basic course were reviewed and recommended for approval by the Executive Officer. Motion by Commissioner McDonnell, seconded by Commissioner McCann, carried unanimously that the Monterey Peninsula College Peace Officer Academy be certified as of September 1, 1963.

PROPOSED CHANGES IN THE RULES AND REGULATIONS

Code of Ethics

A general discussion followed in which all Commissioners participated. The discussion was whether or not the Law Enforcement Code of Ethics should be included as Section 1011 of the Proposed Changes of the Rules and Regulations.

By request of the Chair, the Code of Ethics was read by the Executive Officer. Motion by Brereton, seconded by Commissioner Cottar, motion carried, that the Code of Ethics would be included in the Proposed Changes of the Rules and Regulations as Section 1011.

### SUPERVISORY COURSE

The following proposed Specification of the Supervisory Course was presented to the Commissioners for evaluation:

#### PROPOSED SPECIFICATION

Subject: THE SUPERVISORY COURSE

In accordance with Section 1005 (b) of the Rules and Regulations, the supervisory course consists of a minimum of 80 classroom hours and shall include the subjects and minimum classroom hours set forth as follows:

#### I. ELEMENTS OF SUPERVISION 50 HOURS

1. Introduction and Scope of the Course
2. Selection of Supervisors
3. Duties and Responsibilities of the Police Supervisor
4. The Supervisor's Relationship to Police Management
5. Communication Principles
6. Handling and Preventing Complaints
7. Motivating Men to Work
8. Leadership
9. Psychological Aspects of Supervision
10. Morale and Discipline
11. Performance Appraisal and Rating Procedures
12. Making Duty Assignments
13. Written Examinations

#### II. THE SUPERVISORY TRAINING FUNCTION 30 HOURS

1. The Supervisory Training Function
2. How People Learn
3. Job Analysis
4. The Four Steps of Teaching
5. Lesson Plans
6. Audio-Visual Aids
7. Instruction Sheets
8. Practical Application
9. Evaluation of Instruction
10. Written Examinations

The proposed Supervisory Course was discussed in detail by all Commissioners and some of the visitors. Chairman Andersen's letter was read which suggested the following titles for Section II of the course:

1. Elements of Learning
2. Elements of Training
3. Principles of Instruction

Motion by Ficklin, seconded by McDonnell, carried unanimously, that the above outlined Supervisory Course be adopted with an amendment that Section II be titled "Techniques of Teaching".

#### HEARING LOCATIONS AND DATES

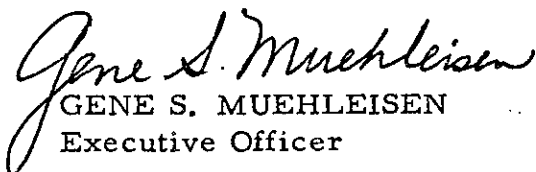
It was pointed out by the Executive Officer that it might be possible to phase in the Supervisory Course as of January 1, 1964; consequently, hearing dates should be set. Motion by Ficklin, seconded by Seares, that the first hearing be held in Sacramento on November 6, 1963 and the second hearing be held in Los Angeles on November 13, 1963. Motion carried unanimously.

For the purpose of reviewing the results of the hearings, and preparing the final regulation changes, it was moved by Seares, seconded by McDonnell and unanimously carried, that a Commission meeting be held November 26, 1963 at 10 a.m. in Los Angeles .

#### ADJOURNMENT

The meeting was adjourned by the Vice Chairman at 11:55 a.m.

Respectfully submitted:

  
GENE S. MUEHLEISEN  
Executive Officer